

## **ALLOCATING 110 TIME VS. OLDER INDIVIDUALS WHO ARE BLIND (OIB) TIME**

### **I. Policy Summary**

Vision Rehabilitation Specialists provide services to individuals who are blind or visually impaired. The services are funded by the general Vocational Rehabilitation (VR) (110) program or Vision Rehabilitation Services (the Older Individuals Who are Blind – OIB program). The VR 110 program primarily funds the VRS positions. A minimum of 50% of their monthly time must be allocated to 110 time and the remaining time to OIB.

### **DEFINITIONS**

**110 funds:** Federal dollars used to rehabilitate individuals with disabilities who are eligible for the general VR program to assist them with achieving their vocational goal.

**Older Individuals Who Are Blind Grant:** Funds identified to be used for individuals who are 55 years or older, are blind or have a visual impairment, and require services to help them maintain independence in their homes.

**Vision Rehabilitation Services:** The services provided by the Vision Rehabilitation Specialists to individuals who are blind or have a visual impairment that qualify for either the general VR program or the OIB program.

**Pre-employment Transition Services (Pre-ETS):** Services provided to students in secondary education who are eligible or potentially eligible for VR services.

### **II. PROCEDURES FOR CORRECTLY ALLOCATING TIME**

A. Services which may be provided to individuals who qualify for the general VR program who may or may not have a visual impairment shall be counted towards 110 time. Some tasks include but are not limited to the following:

- Referral or request for consultation from Vocational Rehabilitation counselor.
- Assisting with filling out an application
- Reviewing documentation such as an eye report
- Job shadowing
- Intake
- Contacting businesses
- Resume building
- Training/education (instructing or attending)

- Assistive technology education/research
- VRS is researching/ordering assistive technology
- Travel
- Visiting a job site
- Contacting vendors
- Documentation pertaining to a 110 client
- Review and respond to emails/mail
- Meetings (i.e. staff meetings, educational meetings, community of practice meetings, IEP meetings, etc.)
- Booth events
- Chamber activities
- Providing services for a transition student and/or a secondary school.
  - Remember any time spent with transition students is documented as Pre-ETS. (All Pre-ETS time is counted towards your 110 requirement.)
- Other tasks assigned by the Regional Administrator

B. Services are provided to individuals 55 or older with a visual impairment who qualify for the OIB program. Some tasks include but are not limited to the following:

- Phone calls
- Travel
- Working in the client's home or community
- Education
- Documentation
- Researching/ordering assistive technology
- Contacting a vendor
- Reviewing a chart or medical information
- Meetings regarding an OIB issue

### **III. PROCEDURES FOR ALLOCATING TIME IF YOU ARE SEEING A VISION REHABILITATION CLIENT AND A 110 CLIENT**

- VRS should record travel as 50% vision rehabilitation time and 50% 110 time.

### **IV. PROCEDURES FOR ALLOCATING TIME ON YOUR TIMESHEET**

The VRS is responsible for correctly allocating their time in Workforce. This should be done daily. Refer to the Workforce Labor Tracking document instructions for the appropriate project codes to use in Workforce.

If at any time you should have questions on appropriate allocation of time, please contact your Regional Administrator or the Vision Rehabilitation Independent Living Services Administrator in the State Office.